

OP-22.12, "Special Management Unit," September 1, 2012

SCDC POLICY/PROCEDURE

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NUMBER: OP-22.12

TITLE: SPECIAL MANAGEMENT UNIT

ISSUE DATE: September 1, 2012

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: OP-22.12 Change 1 (December 29, 2009); (September 1, 2007); (January 1, 2002); Change 1 (January 24, 2002); Change 2 (May 21, 2002); Change 3 (May 22, 2003); Change 4 (October 8, 2003); Change 5 (March 30, 2004); Change 6 (November 23, 2004); Change 7 ( March 28, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 18-1, 18-3, 18-39, 18-68, 19-7A, 19-7B, 19-10, 19-11, 19-20, 19-30, 19-34, 19-35, 19-67, 19-69, 19-85, 19-87, 20-18, E-3, S-29, ATTACHMENT A

ACA/CAC STANDARDS: 4-4235, 4-4239, 4-4249, 4-4250, 4-4252, 4-4253, 4-4254, 4-4255, 4-4256 through 4-4273.

RELATED HEALTH SERVICES PROCEDURE: 300.8

STATE/FEDERAL STATUTES: NONE

PURPOSE: To outline management and administrative requirements related to the operation of Special Management Units (SMUs) within SCDC institutions.

POLICY STATEMENT: In order to maintain the safety and security of the general population, the staff, and the Agency, the SCDC will house those inmates requiring more intense levels of supervision and monitoring in separated areas herein referred to as Special Management Units (SMU) apart from the general population. To promote good behavior and conformance with Agency rules and regulations, inmates will be provided privileges consistent with their assignment to particular housing levels within SMUs. (4-4249)

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### 1. PLACEMENT IN PHD:

1.1 The Warden/designee may confine an inmate in the Special Management Unit (SMU) in PHD if the inmate falls into one of the following categories:

- The inmate is a current escape risk;
- The inmate's presence in the general population would create a threat to the safety, security, and/or order of the institution;
- It is necessary to maintain the integrity of an investigation, i.e., to preserve the integrity of information either in the inmate's possession or another inmate's possession;

- The inmate is a threat to the physical safety of other inmates or staff; or
- There are protective concerns for the inmate (See SCDC Policy/Procedure OP-22.23, "Statewide Protective Custody," for additional information.)

Inmates who are charged with disciplinary offense 903, "The Use or Possession of Narcotics, Marijuana, or Unauthorized Drugs, Including Prescription Drugs," are considered to be a threat to the safety, security, and order of the institution and should be considered for placement in Pre-Hearing Detention in designated cells of a Special Management Unit. The Warden/Duty Warden or an approved designee should carefully consider the circumstances of the charges, the security level of the institution, and the availability of Pre-Hearing Detention beds when making the decision to place the inmate in Pre-Hearing Detention.

1.2 Pre-Hearing Detention can last up to thirty days. However, the inmate's placement in PHD must be reviewed within 72 hours of initial placement, including weekends and holidays. If, at the end of thirty days, it is determined the inmate needs to remain in segregation, the reason (i.e. institutional investigation, protective custody, behavior) will be noted ~~and the Warden can approve another 30 days~~ on a memorandum request to the Warden. The Warden can approve a thirty day extension in PHD status.

1.2.1 ~~If a thirty day extension is needed because the disciplinary hearing can not be heard within the first thirty days in PHD, the Deputy Director of Operations/designee may grant an extension of up to thirty days if a disciplinary hearing cannot be conducted within the thirty days.~~ a thirty day Pre-Hearing Detention extension. This extension will be requested in writing by the Major or Supervisor (including Investigators) via memo to the Deputy Director of Operations/designee. The inmate will be given a legible copy of the memo.

(Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

1.3 The Warden/Duty Warden or an approved designee will fill out SCDC Form 19-67, "Pre-Hearing Detention Placement," and get all necessary signatures. The inmate must be given the opportunity to sign the 19-67; but if s/he will not sign the form, two (2) SCDC employees must witness the form to show that it was served to the inmate. The inmate must be given a legible copy of the completed 19-67 within 72 hours of his/her placement in PHD. If the copy of the 19-67 that is given to the inmate is not legible, the Hearing Officer will provide the inmate with a legible copy. (Note: If the placement in PHD was due to a disciplinary infraction, the procedures in SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System," will also apply as they relate to the disciplinary charge/hearing.) Once an inmate is moved to PHD, the SMU supervisor will ensure that the information for the inmate is entered on SCDC Supply S-29, "SMU/PHD Log." Inmates who commit another offense while in PHD will not be served a new SCDC Form 19-67.

1.4 At Pre-Release Centers, the Warden, Associate Warden, Captain, Lieutenant, or Sergeant must authorize the placement of an inmate in PHD. Should none of these officials be on-site, the Duty Warden must be contacted by telephone by an Agency employee. If PHD is approved by the Duty Warden, the employee must print the supervisor's name and his/her name in the space provided on the bottom portion of SCDC Form 19-67, authorizing placement of the inmate in PHD; place his/her initials by the Duty Warden's name; and write "per telephone conversation with ..... (name, title, date, and time)." The next regularly scheduled workday, the Duty Warden authorizing the placement of the inmate in PHD will initial SCDC Form 19-67 next to his/her name.

1.5 Inmates placed in PHD will be afforded the same property and privileges as Level II inmates until such time that they are placed in Disciplinary Detention or in Security Detention (if applicable).

1.6 An initial seven (7) day review will be conducted by the Warden/security designee and the Classification Case Worker for inmates placed in Pre-hearing Detention to ensure the disciplinary is proceeding in a timely manner as required by SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." The Warden/security designee and the Classification Caseworker will review the status of each inmate placed in Pre-Hearing Detention or Protective Concerns every seven (7) days for the first sixty days and every 30 days thereafter. (See OP-22.23, "Statewide Protective Custody" for procedures regarding inmates placed in Protective Concern status.) The Clinical Correctional Counselor (CCC) will be included as a committee member if the inmate has a mental health designation. The review should be documented on the SCDC Form 18-68, "Staff Memorandum" and SCDC Form 18-1, "Committee Docket." (Changes in BLUE : Amended by Change 1, dated March 6, 2014.)

1.7 If during the placement of the inmate on PHD, s/he is transferred to Gilliam Psychiatric Hospital, the Department of Mental Health, an SCDC infirmary, or any other location outside the control of the Agency, his/her seven (7) calendar day time limit for the initial review will be suspended until the inmate is returned to PHD.

1.8 Immediately following an inmate's placement in PHD, the Classification Caseworker assigned to the SMU will be responsible for collecting the below listed information for the initial 7 day review:

- A copy of the SCDC Form 19-67, "Pre-Hearing Detention Placement," which caused the inmate to be placed in PHD; and
- A review of any Cautions/Separations and/or special needs;

This review will be documented on Form 18-1, Committee Docket.

1.9 SCDC Form 18-3, "Cell Assignment" will be used to determine the appropriate cell assignment for inmates who are double celled in SMU. See Agency Policy/Procedure OP-21.04, "Inmate Classification Plan," Section 46 for cell assignment procedures.

1.10 Only the Warden is authorized to release an inmate from PHD prior to a Disciplinary Hearing or the inmate's assignment to Security Detention.

## 2. PLACEMENT IN DISCIPLINARY DETENTION OR SECURITY DETENTION:

2.1 DISCIPLINARY DETENTION: Inmates assigned to the SMU for the purpose of serving Disciplinary Detention as a result of a Disciplinary Hearing or Administrative Resolution will be subject to the same rules and restrictions as an inmate in Security Detention, as written in this policy/procedure. ~~Only the Warden is authorized to release an inmate from Disciplinary Detention.~~

2.1.1 If the inmate is placed in Disciplinary Detention as a result of Administrative Resolution or a Disciplinary Hearing, the Warden/security designee and the Classification Case Worker will conduct a review of status every 30 days thereafter. The inmate is not required to be at the review. The purpose of the thirty day review will be to either increase or decrease the inmate's behavioral level, based upon the inmate's

behavior while in Disciplinary Detention. If the inmate has a mental health designation, the Warden/Associate Warden, Classification Caseworker, Security Designee and the Clinical Correctional Counselor (CCC) will serve as committee members of the ICC. The review should be documented on SCDC Form 18-68, "Staff Memorandum," and SCDC Form 18-1, "Committee Docket." The Classification Caseworker will enter the behavioral level in the automated system.

2.1.2 In general, Disciplinary Detention is served day for day, however, the Warden/Associate Warden may, for purposes of bedspace management, release inmates to General Population early when the inmate has demonstrated good behavior during the term of Disciplinary Detention. Only the Warden/Associate Warden is authorized to release an inmate from Disciplinary Detention. NOTE: If an inmate is released from Disciplinary Detention early but causes additional problems while in general population, he/she can be returned to SMU for the completion of their suspended DD time.

(Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

2.1.3 When an inmate has served his/her term of Disciplinary Detention, it may be appropriate to continue his/her segregation from the general population if the inmate falls into one of the categories listed in Paragraph 1.1, above. When this is necessary, the ICC should consider the inmate for placement in Security Detention.

## 2.2 SECURITY DETENTION:

2.2.1 If the ICC recommends that the inmate should be placed in the SMU in Security Detention, the ICC will also determine the appropriate Level (I or II) at which the inmate should be initially housed and any other special conditions that should govern the inmate while s/he is housed in security detention, i.e., recreation/exercise precautions, special needs, etc. Generally, all inmates who are assigned to Security Detention from Disciplinary Detention may be assigned to the Level that they held at the end of the period of Disciplinary Detention. The clinical counselor will serve as an ICC member if the inmate has a mental health designation.(Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

2.2.1.1 Each inmate's record will be examined during each review. The ICC will have the authority to reduce or advance the inmate's Level as it deems appropriate based on the inmate's behavior while housed in SMU. Inmates who have clear disciplinary records and who comply with unit procedures, inmate grooming and sanitation standards will be considered for advancement from Level I to Level II or release from SMU. The Classification Caseworker will enter the behavioral level in the automated system. The only exception is in cases of Class 1 escapes, as noted on the inmate's escape history screen on the CLASSP menu, in which case the inmate is required to serve a minimum of 18 months in SMU prior to any release consideration. (4-4254)

2.2.1.2 If the inmate is placed in Security Detention, the Warden/security designee and the Classification Case Worker will conduct a review of status every 30 days. The inmate is not required to be at the review. The purpose of the 30 day review will be to either increase or decrease the inmate's behavioral level, based upon the inmate's behavior while in Security Detention or to recommend release. If the inmate has a mental health designation, the Warden/Associate, Classification Caseworker, Security Designee and the Clinical Correctional Counselor (CCC) will serve as members of the ICC. The review should be documented on SCDC Form 18-68, "Staff Memorandum," and SCDC Form 18-1, "Committee Docket." The Classification

Caseworker will enter the behavioral level in the automated system.

2.2.1.3 Inmates in SD who receive DD time to serve will remain in SD status. When the DD time is completed, the inmate may continue in segregation in SD status if the inmate falls into one of the categories listed in paragraph 1.1.

2.2.1.4 The ICC will be required to document its review and to provide the inmate with a copy of its recommendation no later than 48 hours after the review.

(Sections 2.2.1.1 through 2.2.1.4 added by Change 1, dated March 6, 2014.)

2.2.2 Inmates who have been assigned to Security Detention without serving Disciplinary Detention, will be assigned to Level II. Exceptions will be for those inmates charged with escape with force, escape from a Level III institution, or assault on a staff member and/or inmate. These inmates will automatically be assigned to Level I. (4-4252)

2.2.3 Immediately upon the conclusion of the ICC's review of the inmate and recommendation to either return the inmate to General Population or place the inmate in Security Detention, the Classification Case Manager/Worker will initiate a Custody Review in the automated Offender Management System indicating the recommended disposition. Upon receipt of the SCDC Form 19-30, "Special Management Institutional Classification Review, the Warden/Duty Warden will be responsible for determining final disposition. The Classification Case Manager/Worker will notify the SCC of the final disposition for bed space management purposes.

2.2.4 Appeal of Placement in SD: Inmates may appeal the decision of the ICC through the inmate grievance system. See SCDC Policy/Procedure GA-01.12, "Inmate Grievance System," for further information. (4-4248)

3. DOCUMENTATION MAINTAINED ON INMATES IN PHD/SD: All documents described below, and any other documentation kept on each inmate in PHD or SD, will be maintained in the inmate's institutional record: (These records will be maintained in a secured area outside of the SMU.)

3.1 A copy of the SCDC Form 19-67, "Pre-Hearing Detention Placement," to document the reasons for the inmate's initial placement in PHD;

3.2 Any incident report and/or disciplinary hearing records (SCDC Form 19-69, "Disciplinary Report and Hearing Record");

3.3 Staff notes and comments, to include, if necessary, SCDC Form 19-85, "Alternative Meal Service," and SCDC Form 19-20, "Special Management Confiscation Report"; and

3.4 Results of all ICC reviews (SCDC Forms 19-30, "Special Management Institutional Class.")

(NOTE: All mental health and medical review/screening notes will be maintained in the inmates medical record.)

4. REQUIRED REVIEWS:

~~4.1 Regular Reviews: The Warden/Security Designee and the Classification Caseworker will review the status of each inmate placed in Pre-Hearing Detention or Protective Concerns every seven (7) days for the first sixty days and every 30 days thereafter. (See OP-22.33, "Statewide Protective Custody" for procedures regarding inmates placed in Protective Concern status.) Inmates who are placed in Disciplinary Detention will be reviewed every 30 days. The purpose of the 30 day review will be to either increase or decrease the inmate's behavioral level, based upon the inmate's behavior while in Disciplinary Detention. This review can not be used to release the inmate from Disciplinary Detention.~~

~~4.1.1 A review of status will be conducted every 30 days for inmate in Security Detention. The purpose of this review is to either increase or decrease the inmate's behavioral level or recommend release from Security Detention. All reviews of Security Detention will be documented on the SCDC Form 18-68, "Staff Memorandum" and on the SCDC Form 19-30, "SMU Institutional Classification Committee Review." (4-4253, 4-4255)~~

~~4.2 4.1~~ The Warden must review the status of all inmates in continuous confinement for more than 30 days and will be documented on SCDC Form 18-68, "Staff Memoranda". (4-4255)

~~4.3 ICC Level Advancement/Release Reviews: The ICC will review each inmate (In both SD and DD status) for advancement in Level or release from SMU at the below listed intervals:-~~

~~Level I to Level II: Advancement will be considered by the ICC at least every 30 days.~~

~~Level II: Release will be considered at least every 30 days.~~

~~All reviews will be documented on SCDC Form 18-68, "Staff Memoranda" and SCDC Form 18-1, "Committee Docket". (4-4253)~~

~~4.3:4.2~~ The inmate may be present for the advancement/release review if security staffing allows, or the inmate waives his/her right to appear at the classification hearing by completing SCDC Form 18-39, "Classification Waiver." The advancement/release review will be documented on SCDC Form 19-30, "Special Management Institutional Classification Review." The inmate may be reviewed for advancement or release more frequently if his/her behavior warrants. (4-4254)

(Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

## 5. ADVANCE IN LEVELS/RELEASE FROM SD:

5.1 Each inmates record will be examined during each review. The ICC will have the authority to reduce or advance the inmate's Level as it deems appropriate based on the inmate's behavior while housed in SMU. Inmates who have clear disciplinary records and who comply with unit procedures, inmate grooming and sanitation standards will be considered for advancement from Level I to Level II or release from SMU. ~~Wardens may, for purposes of bedspace management, release inmates to General Population early when the inmate has demonstrated good behavior. Only the Warden is authorized to release an inmate from Security Detention.~~ The only exception is in cases of Class 1 escapes, as noted on the inmate's escape history screen on the CLASSP menu, in which case the inmate is required to serve a minimum of 18 months in SMU prior to any release consideration. (4-4254)

~~5.2 Inmates that receive DD time as a result of a disciplinary conviction while in SD custody must be converted to DD status in order to serve the DD time. When the DD time is completed, the inmate will be converted back to SD status. The DHO will ensure that a written disposition of the disciplinary hearing is provided to the SMU caseworker for documentation. The caseworker will change the inmate status on the~~

~~CUST screen in the automated system and document it on SCDC Form 18-68, Staff Memoranda. A formal ICC hearing is not required to transfer inmates from SD custody to DD or from DD custody to SD custody.~~

~~5.2.1~~ 5.1.1 The ICC will be required to document its review and to provide the inmate with a copy of its recommendation no later than 48 hours after the review.

~~5.3~~ 5.2 Inmates who continue to commit serious rules infractions may be recommended for placement in the Agency's Maximum Security Unit (MSU). See SCDC Policy/Procedure OP-22.11, "Maximum Security Unit (MSU)," for additional information.

(Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

## 6. REVIEWS FOR RELEASE FROM SMU:

6.1 The decision to release an inmate from ~~SMU~~ Security Detention can be recommended by the ICC and will be based upon the inmate's overall disciplinary record and compliance with all Agency policies and procedures while in SMU. The Case Manager/Worker will be responsible for creating a Custody Review for such inmates. The ICC must ensure the concurrence of the Warden/~~Designee~~ Associate Warden for the inmate's release and indicate this in the remarks section of the Custody Review. The purpose of the 30 day review will be to either increase or decrease the inmate's behavioral level, based upon the inmate's behavior while in Disciplinary Detention. If the inmate has a mental health designation, the Warden/Associate, Classification Caseworker, Security Designee and the Clinical Correctional Counselor (CCC) will serve as committee members of the ICC. The review should be documented on SCDC Form 18-68, "Staff Memorandum," and SCDC Form 18-1, "Committee Docket." The Classification Caseworker will enter the behavioral level in the automated system. A copy of the disposition will be provided to the inmate and a copy will be placed in the inmate's institutional record.(4-4254)

~~6.2 A copy of the disposition will be provided to the inmate and a copy will be placed in the inmate's institutional record.~~

6.2 Results of Security Detention (SD) ICC reviews will also be documented on the SCDC Form 19-30, "Special Management Institutional Class."

(Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

## 7. SMU CORRECTIONAL OFFICER SECURITY CHECKS:

7.1 Correctional Officers assigned to the SMU will be required to conduct security checks and to personally observe each inmate at least every 30 minutes on an irregular, unannounced schedule. The time of each security check will be recorded in the SMU permanent log book, SCDC Form 19-7A, "Cell Check Log."(4-4257)

7.2 Inmates are required to stand and be fully dressed for formal counts. During formal counts in SMU, inmates who fail to stand for the count will automatically forfeit their next regularly scheduled exercise period. This will be documented on the SCDC Form 19-7A, "Cell Check Log." If the recreation period is forfeited, a staff member will verify that the inmate has a copy of Attachment A, "In-Cell Exercise Guide."



7.3 Shower: Inmates will have the opportunity to shower at least three times a week. The inmate's decision will be recorded on the SCDC Form 19-7A, "Cell Check Log." If the inmate declines, the form will be marked with the letter "R" (Refused). If the inmate elects to shower, the form will be marked with a "Y" (YES). If the inmate is denied a shower, the form will be marked with a "I" (Ineligible) and a unit supervisor must initial by the "I".

7.4 Recreation: On days that out-of-cell exercise privileges will be provided, security staff will contact each inmate to determine if he wishes to exercise. The inmate's decision will be recorded on the SCDC Form 19-7A, "Cell Check Log." If the inmate declines, the form will be marked with the letter "R" (Refused). If the inmate elects to participate, the form will be marked with a "Y" (YES). If the inmate is denied recreation due to inappropriate behavior, the form will be marked with a "I" (Ineligible) and a unit supervisor must initial by the "I". If outdoor recreation is not afforded due to inclement weather, then the form will be marked with the letter "N" (No). An inmate's decision to/not to participate is final and may not be changed after the security staff has recorded his decision and left the inmate.

7.5 Meals: Inmates are provided three (3) meals per day. The inmate's decision will be recorded on the SCDC Form 19-7A, "Cell Check Log." If the inmate declines the meal, the form will be marked with the letter "R" (Refused). If the inmate elects to receive the meal, the form will be marked with a "Y" (YES).

## 8. SMU PERMANENT LOGBOOK:

The officer(s) assigned to the SMU Control Room will be responsible for maintaining a permanent logbook. The log book will be signed daily by the officer in the control room and the shift supervisor.

8.1 At a minimum, the log book will include:

- A record all admissions and releases;
- The name and number of each inmate admitted to the unit including the date, time, and reason for admission;
- Special medical or psychiatric problems or needs;
- All visits by staff or other visitors to include the purpose of the visit;
- Record of inspections;
- Observation of unusual behavior;
- Exercise participation and/or offering of exercise;
- Telephone use;
- Haircuts, shaves and showers;
- Telephone calls; and
- Transfers ( 4-4258, 4-4260, 4-4263 )
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8.1 The log will also be used to document any exceptions to the regular schedule for laundry, barbering/hair care services, and when clothing, bedding, and linen are not exchanged on the same basis as inmates in the

general population. These exceptions will only be permitted when found necessary by the senior official on duty, and any exception will be recorded in the SMU permanent log book and justified in writing. (4-4260, 4-4263)

## 9. SMU INSPECTIONS:

9.1 Monitoring of the SMU Unit will be conducted on a regular basis. This monitoring enables responsible officials to observe and evaluate conditions of confinement and discuss with confined inmates. The monitoring visits shall be conducted in accordance with the following schedule:

9.1.1 The Senior Correctional Officer Supervisor in charge of the SMU shall visit once each shift and conduct rounds of the SMU to ensure the health and well-being of inmates assigned to the same. Each visit will be logged into the SMU permanent logbook. (4-4258)

9.1.2 Classification Caseworkers assigned to the SMU will be responsible for making at least monthly visits ~~to inmates assigned~~ to the SMU. Inmates in SMU with classification related questions/issues must submit their questions/issues to their classification caseworker utilizing SCDC Form 19-11, "Request To Staff Member." ~~All visits will be documented on SCDC Form 18-68, "Staff Memorandum" and the Log book.~~ Classification Caseworkers should document SMU visits on the SCDC Form 18-68, "Staff Memoranda," of those inmates that they actually talk with. (4-4258)(Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

9.1.3 Health Care officials will make daily visits. Sick call will be held in accordance with SCDC Policy HS-18.05, "Sick Call and Dental Health." (4-4258)

9.1.4 Mental health staff shall visit as requested by staff or by inmate request.

9.1.5 Major will visit the SMU at least daily.

9.1.6 Associate Warden (or SMU Coordinator) in Institutions will make weekly visits to the SMU.

9.1.7 Warden and Associate Warden for Operations will make at least weekly visits.

9.2 Documentation of visits: It shall be the responsibility of each individual to document in red ink their visit in the Control Room Log Book to provide a clear record of who visited the SMU.

## 10. RESTRAINTS AND SECURITY PRECAUTIONS FOR SMU INMATES:

The proper restraints and security precautions will be utilized whenever SMU SD Level inmates are removed from, escorted, or placed back into their cells. The following matrix will be adhered to:

| Custody Level | Restraints Required | Number of Employees/ Officers Required |
|---------------|---------------------|--|
|---------------|---------------------|--|

|                                 |   |   |
|---------------------------------|---|---|
| SD Level I Inmates/ Safekeepers | Full Restraint 2-key system, i.e., maximum security cuffs (1-key style) with black box/lead chain/padlock; and belly chains and leg irons (other key style)   | A minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved by Major or above). |
| SD Level II/ PHD Inmates        | At a minimum, maximum security cuffs with a lead chain when escorted inside unit. Belly chains with a lead chain and leg irons when escorted outside of unit. | A minimum of two (2) certified officers.  |

10.1 An inmate assigned to the SMU will be strip searched any time that s/he exits or enters his/her cell.

10.2 Stab Proof Vests and Clear Face Shields Must be worn at all times by SMU staff, non-uniformed staff, and/or visitors while on duty, or present in the unit, during escorts of SMU inmates within the institution, or whenever inmate contact is required.

10.3 Keys are to be issued and carried as required by SCDC Policy OP-22.17, "Key Control." Keys are to be worn and maintained on an SCDC numbered lanyard and attached to the innermost belt of the employee, with the keys carried inside of the BDU pants pocket. NOTE: Keys will not be attached to a Karabiner, D-Ring, hook, etc. at any time.

10.4 Officers assigned to SMU will not possess any cell door keys, wing door keys and/or restraint keys during the night shift or at any time when inmate movement is not required (i.e. in some cases holidays, weekends, lockdowns, etc.). A supervisor, at the rank of Sergeant or above will be required to sign out any cell door keys, wing door keys and/or restraint keys during the night shift, or at times when inmate movement is not required. A supervisor must be present when inmates are restrained and removed from their cell for any reason. Officers may possess food flap/service window keys and necessary gate keys to perform required security and cell checks, and for escort purposes.

## 11. TRANSPORTATION OF SMU INMATES OUTSIDE THE INSTITUTION:

Inmates assigned to the SMU will be transported in SCDC vehicles or vans pursuant to the procedures outlined in SCDC Policy/Procedure OP-22.10, "Transportation of Inmates Outside the Institution."

## 12. SELECTION/TRAINING OF SMU STAFF MEMBERS:

Personnel assigned to SMU shall be selected carefully and regularly evaluated by the SMU supervisory personnel. Specialized departmental training will be developed to be taught to newly assigned staff of the

SMU concerning rules governing its operation and the needs and problems typical of inmates in the SMU. The orientation and training must be documented. All SMU personnel will normally serve 18 months in the SMU. At the end of 18 months a review will be held to determine if the staff member needs to be rotated out. If s/he desires to stay another six (6) months, they will be re-assessed at the end of 24 months. If s/he decides they want to stay longer, approval must be obtained in writing by the Warden and the Deputy Director of Operations. Each Warden will be required to maintain a roster of SMU employees showing their length of service in SMU and documentation of these reviews at 18 and 24 months. This roster must be forwarded to the Deputy Director of Operations on a quarterly basis (January, April, July, and October). (4-4259)

### 13. EDUCATIONAL REQUIREMENTS FOR SMU INMATES:

13.1 Eligibility for Earned Work Credits (EWCS)/Incentive Pay/Earned Educational Credits (EECS): Inmates in SMU are not eligible to earn EWCs, Inmate Incentive Pay, or EECs.

13.2 Inmates assigned to SMU who wish to continue their education may fill out a SCDC Form 19-11, "Request to Staff Member," and will be provided with appropriate educational materials. Failure to complete and return required handout material will be documented by the Educational Coordinator who will provide this information to the ICC during review of the inmate's Level or review for release from SMU. Inmates will not be allowed to accumulate these handout materials and must return them to the Educational Coordinator on the due date determined by the Educational Coordinator. (4-4273, 4-4255, 4-4258)

13.3 Library books will be requested from Library Services using SCDC Supply E-3, "Book Request." (4-4269, 4-4273)

### 14. RELIGIOUS PROGRAMMING:

All inmates assigned to SMU will be allowed visitation by the institutional or Volunteer Chaplain at least once per week. Individual inmate requests to see a Chaplain will receive a prompt response. All religious programming will be in-cell. (4-4255, 4-4258, 4-4273)

### 15. MEDICAL CARE:

All inmates assigned to the SMU will receive health care and/or medication as needed in accordance with Agency health services policies/procedures. At a minimum, qualified medical personnel will be required to visit all SMUs at least daily to ensure the health and well-being of inmates. (4-4258, 4-4261)

### 16. MENTAL HEALTH REVIEWS:

16.1 Inmates remaining in the SMU beyond 30 days will be assessed initially and every three (3) months thereafter by a mental health professional, for the remainder of their time in SMU. This assessment will be documented in the inmates medical record (in the "Sick-Call Note" section or Automated Medical Record). If the inmate appears to need mental health attention between such assessments, the institutional staff will notify mental health staff or, if not on duty, medical staff.

16.2 Mental health professionals will immediately notify medical staff of the need for any mental health treatment for assessed inmates, and a treatment plan will be developed and implemented by medical/mental health staff for such inmates. (4-4256, 4-4273)

17. LEGAL MATERIALS: Law Library Privileges/Legal Materials: Inmates will have access to legal materials and to available legal reference material. Refer to SCDC Policy/Procedure GA-01.03, "Inmate Access to the Courts," for additional information. Each SMU inmate will be allowed to retain the amount of legal material that would fit into an 15" x 12" x 10" box. Any excess legal materials beyond an 15" x 12" x 10" box will be put into another box(es) (any size box may be used). NOTE: Legal material is only the materials dealing with an inmate's court cases, not personal mail, papers, pictures, etc. If an inmate mis-uses this box in any way, it will be removed, as outlined in OP-22.36, "Damage, Destruction & Abuse of Property." The inmate's name, inmate identification number, and the number of the box (es) (e.g., 1,2,3, etc.,) will be written on the box that contains the excess legal materials and the box(es) will be sealed in the presence of the inmate. The box(es) containing the excess legal materials will be stored in the property room. No legal materials will be disposed of. When the inmate needs to use the legal materials stored in the excess legal materials box, he will complete an SCDC Form 19-11, "Request to Staff Member." The inmate must identify the number of the box he requires and the amount of time that he will need the box. In general, the inmate may be allowed to keep the box for five calendar days, however the box may be removed from the cell sooner if security or safety needs dictate. The box will be provided to the inmate in a timely manner upon receipt of his SCDC Form 19-11. The inmate is allowed to remove material from the box stored in his cell and exchange it with materials stored in the excess legal materials box. When the inmate is finished with the excess legal materials box, it will be re-sealed in the inmate's presence and returned to the property room. (4-4268, 4-4273)

#### 18. RECREATION PRIVILEGES:

18.1 Exercise periods outside the cells shall be available five (5) days per week, one (1) hour per day, weather permitting or unless safety and security reasons dictate otherwise. All inmates scheduled for exercise will be strip searched prior to being removed from their cell and at the conclusion of exercise. (4-4255, 4-4270, 4-4273)

18.2 Level I inmates will be exercised individually or with one (1) other Level I inmate with the approval of the unit supervisor or other higher authority. Level I inmates will be required to wear restraints while exercising, except that Level I inmates who are housed in SMUs that have secured individualized exercise areas may have their restraints removed once they are secured within the individualized exercise area. (Only one [1] inmate at a time may be exercised in these areas without restraints.) The Warden will determine if the inmate can be exercised without restraints. The inmate will be properly restrained prior to exiting the secured individualized exercise area.

18.3 Level II inmates will be exercised individually or in groups with the approval of the unit supervisor or higher authority. Inmates will be escorted to and from the exercise yard in, at a minimum, security cuffs. Restraints will be removed once the inmate is securely inside the exercise yard and once s/he is returned to his/her cell. (4-4273)

18.4 Disruptive behavior during out-of-cell exercise will result in suspension of this privilege for the remainder of that exercise period and for the next scheduled exercise period. Documentation will be done as stated in Section 7.4. If an inmate's behavior creates a serious threat to his/her own safety and security or the safety and security of others, the inmate's exercise privileges may be suspended for no longer than 7 days at a time. In such cases, the unit supervisor will ensure that the inmate has a copy of Attachment A, "Physical Fitness, An In-Cell Exercise Program." Any inmate who does not stand for a formal count will automatically forfeit his/her next regularly scheduled recreation period.(4-4273)

NOTE: An officer may recommend that an inmate's exercise be suspended; however, a Lieutenant or higher must approve the suspension and place his/her initials next to the remarks on the form. Disciplinary action may be taken against an inmate in these cases as well.

## 19. VISITATION:

19.1 Legal visits: Inmates may receive visits from their legal counsel pursuant to SCDC Policy/Procedure OP-22.09, "Inmate Visitation." (4-4275)

### 19.2 General Visitation:

19.2.1 Level I inmates: No general visiting privileges with family members or friends.

19.2.2 Level II inmates: A maximum of two (2) visits per month with their immediate family members only (as defined by OP-22.09, "Inmate Visitation.") unless the inmate's visitation privileges were suspended as a result of a disciplinary offense or the immediate family member's visitation privileges have been suspended. Any inmate whose visitation has been suspended by the Major/Responsible Authority or the Hearing Officer will not be allowed visitation until the suspension expires.

(Note: The Warden may require visits with SMU inmates to be non-contact when facilities permit non-contact visits and a contact visit would create a security risk.) (4-4267)

## 20. CORRESPONDENCE PRIVILEGES:

All inmates assigned to the SMU will be allowed to send and receive mail in accordance with SCDC Policy/Procedure PS-10.08, "Inmate Correspondence Privileges." (4-4255, 4-4266)

## 21. TELEPHONE CALLS:

21.1 Inmates in Level I are not allowed personal telephone calls. Inmates in Level II are allowed one (1) personal telephone call per week. Officers will be required to dial the number using the inmate's Personal Identification Number (PIN) to approved party. Officers may limit the duration of the call to less than 15 minutes to give other inmates the opportunity to make personal phone calls. (4-4271, 4-4272)

21.2 Legal Telephone Calls: All inmates will be allowed to place verified telephone calls to their legal counsel. For purposes of these procedures, "legal counsel" may consist of the inmate's attorney of record and/or paralegal(s). Inmate requests for attorney calls require 24 hours advance notice to allow for staff verification. Telephone calls will be scheduled and approved by the Captain, Lieutenant, or SMU Supervisor. Inmates must be able to demonstrate, and SMU staff will be responsible for verifying, that communication with the attorney by correspondence or visiting is not adequate, i.e., court deadline or other legal deadline. Attorney calls will be dialed by an Officer. Once verified, the call will not be monitored. Any deviation from this procedure will be documented in the inmate's record. Inmates may not be denied use of a telephone to make a star 22 call; however, such calls must be verified by staff. (4-4271, 4-4272)

## 22. CANTEEN PURCHASES:

(Note: the commissary will issue essential and other authorized clothing, hygiene items, and writing supplies to indigent inmates in SMU according to guidelines established in SCDC Policy/Procedure ADM-16.08, "Commissary Operations.")

22.1 Level I inmates do not have Canteen privileges. Canteen privileges may be authorized for Level II inmates to purchase the following items:

- One (1) Walkman radio if s/he does not have a Walkman radio that is operable;
- One set of ear buds for the Walkman radio;
- One set of batteries for the Walkman radio. (Old batteries must be given to officers before new batteries can be purchased.)

22.2 Inmates who possessed a Walkman prior to admission to SMU will not be required to repurchase a Walkman radio. Rather, the inmate's old Walkman radio will be removed from the inmate's duffel bag. Inmates must submit a "Request to Staff Member," SCDC Form 19-11, to the Unit Supervisor for this purpose. If an inmate is reduced to Level I, the inmate will lose his/her privilege to have the radio for the duration of his/her time in the SMU. The radio will be stored in the inmate's duffel bag and the inmate will not be allowed to have it again until s/he is released from SMU.

(NOTE: SCDC Form 20-18, "Personal Equipment Order Form," should be used by inmates to request the above items from the Canteen and to authorize deductions from an inmate's E. H. Cooper Trust Fund.)

23. E. H. COOPER TRUST FUND: Inmates will be allowed access to their E.H. Cooper Trust Fund to have funds withdrawn to be sent to a legitimate church for purposes of donation, to pay for legal copies and correspondence materials or to be sent an immediate family member currently on the inmates approved visiting list. See SCDC Policy/Procedure OP-22.09, "Inmate Visitation," for information concerning approved visitors and SCDC Policy/Procedure ADM-15.12, "E.H. Cooper Trust Fund," for additional information.)

24. PROPERTY: The following sections describe the type of property items for each Level (Level I and II). In order to assist correctional personnel working in SMU, a separate, color-coded card will be completed for each inmate and affixed to the cell door or cell front. The color-coded card will indicate the inmate's assigned Level and any pertinent restrictions applicable to the inmate. The following color coded cards will be used to identify each Level:

Level I = RED (SCDC Form 19-35);

Level II = YELLOW (SCDC Form 19-34);

24.1 ALL inmates in SMU may have the following property items:

| Item   | Quantity  |
|--|---|
| State-Issued Jump-Suit   | 1 (4-4273)  |
| Underwear  | 2 Pairs (for females, a pair will consist of bra and panties) (4-4273)              |
| Socks  | 2 Pairs (4-4273)  |
| clogs (*One (1) pair of tennis shoes (bobos) will be issued in place of clogs if required size is unavailable) | 1 Pair  |
| Watch  | 1   |
| Wedding Band   | 1   |
| State-Issued Jacket  | 1 (on an as-needed basis (weather permitting) for use while on outside recreation.) |
| Small Comb   | 1 (4-4261)  |
| Soap/3 in One  | 1 Bar (4-4261)  |
| Deodorant  | 1 (4-4261)  |
| Toothbrush   | 1 (4-4261)  |
| Toothpaste   | 1 (4-4261)  |
| Toilet Tissue  | 1 roll  |
| Towel  | 1 (4-4263)  |
| Washcloth  | 1 (4-4263)  |
| Bed Sheets   | 2 (4-4263)  |
| Pillow   | 1 (4-4263)  |
| Pillow Case  | 1 (4-4263)  |
| Mattress   | 1(4-4263)   |
| Blanket  | 1 (during cold weather, as needed) (4-4263)   |



|  |   |
|--|---|
| Laundry Bag  | 1   |
| Bible/Qura'n   | 1 Inmates can have a copy of the primary source book for their religion.(4-4269)  |
| Kufi   | 1 - Inmates who have been officially recognized as Muslim (receive the pork-free diet) will be allowed to have one kufi. * Muslim women can have a scarf to cover the head. See SCDC Policy/Procedure PS-10.05, "Inmate Religion" for additional information on authorized religious items.   |
| Prayer Rug   |   |
| 1 - Inmates who have been officially recognized as Muslim (receive the pork-free diet) will be allowed to have one prayer rug. * A towel can be substituted if the inmate does not own a prayer rug. See SCDC Policy/Procedure PS-10.05, "Inmate Religion" for additional information on authorized religious items. |   |
| Personal Letters   | 10  |
| Books  | 1 book (in addition to the primary religious materials) from Library Services ONLY. The inmate must turn in one book to receive one new book. Books will be requested from Library Services using SCDC Supply E-3, "Book Request." (4-4269, 4-4273)   |
| Photographs  | 3 - Inmate will select while he is packing his bag (If the inmate did not pack his own belongings, he will be allowed to go into his/her property bag for the purpose of obtaining photographs one (1) time only during his/her entire stay in SMU. The dimension of each photograph will not exceed four (4") inches by six (6") inches. Photographs must meet the standards outlined in SCDC Policy/Procedure PS-10.08, "Inmate Correspondence.") |

**24.2 UNAUTHORIZED PROPERTY:** Inmates in SMU will NOT have typewriters, televisions, ice chests, lighters, personal coffee pots, cosmetics, lamps, single outlet drop cords, instruments (of any type), nor metal fasteners of any type, i.e., paper clips, staples, etc. Any property item that the inmate is NOT allowed to possess in the SMU will be processed pursuant to SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property."

24.3 Newspapers: Inmates in SMU will not be allowed to receive newspapers.

24.4 Electric Fan: Wardens are authorized at their discretion [unless an inmate's medical status requires] to permit inmates housed in SMUs that are not air-conditioned to possess electric fans provided they have exhibited positive behavior. For purposes of these procedures, "positive behavior" refers to those inmates who housed in Level II. Inmates housed in Level I should not be permitted to possess fans. An inmate who does not possess a fan may be authorized to purchase one [1] fan provided s/he has sufficient funds in his/her account.

## 25. GROOMING STANDARDS:

25.1 Inmates will be required to shave and to maintain compliance with SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards." Inmates will not be allowed to grow or style their hair in any manner other than that authorized in OP-22.13. Inmates will be given forced haircuts or shaves by an SCDC employee if they refuse to comply with the haircut and shave policy. Forced haircuts or shaves are considered a use of force and must be videotaped pursuant to SCDC Policy/Procedure OP-22.01, "Use of Force." Grooming services for inmates will be in compliance with SCDC Policy/Procedure ADM-16.02, "Inmate Barbering/Beauty Services." (4-4262, 4-4263)

25.2 Male institutions will have the option to have the inmates be shaved when haircuts are given or be issued a disposable razor by security staff after he enters the shower. If a razor is issued for females or males, it will be returned by the inmate to security staff before s/he leaves the shower. Razor restrictions can be imposed by the SMU Security Supervisor for security and/or mental health concerns (4-4262, 4-4263)

25.3 Inmates will be afforded the opportunity to shower three (3) times per week. (4-4262)

25.4 Laundry Services: Inmate clothing will be laundered at least two (2) times per week. Sheets and pillowcases will be laundered one (1) time per week. Blankets will be laundered every two (2) months. (4-4263, 4-4340)

26. MEALS: All inmates in the SMU will receive normal institutional meals (full regular diets - except for coffee) unless a physician/dentist prescribes otherwise or authorization has been given to use an alternative meal service. An inmate can receive an alternate entree meal when prescribed by the Chaplain. See procedures in PS-10.05, "Inmate Religion".

## 27. ALTERNATIVE MEAL SERVICE:

27.1 The alternative meal service (Nutri-loaf) may be imposed upon the inmate for the following violations:

- throwing food, food tray, cup, or utensils; collecting or throwing human waste or any unidentified substances by way of tray, cup, or utensils; refusing to return uneaten food; interfering with the feeding of any meal; or,
- collecting, smearing, throwing, or otherwise exposing an employee to feces, urine, blood, or any other bodily fluid in any manner.

•(4-4264)

(NOTE: The use of Nutri-loaf is approved as an alternative meal service. If the institution does not have Nutri-loaf on hand and must order it from Food Services, the inmate may be served finger foods or a bag lunch as appropriate until the Nutri-loaf arrives.)

27.2 The alternative meal service must be approved in writing by the Warden (or an approved designee at the level of Major or above) and by a qualified medical professional. The qualified medical professional will be required to review any medical condition that may preclude the inmate from being placed on the alternative meal service. Section I of SCDC Form 19-85, "Alternative Meal Service," will be used for this purpose.

27.3 The use of the alternative meal service must be reviewed every forty-eight (48) hours by the Major or other higher authority and by a qualified medical professional. Each use of the alternative meal service cannot exceed seven (7) days. Section III of SCDC Form 19-85, "Alternative Meal Service," will be used to document these reviews. A copy of this form will be maintained in the inmate's Institutional Record.

27.4 If the inmate appears to need medical care, the officer MUST notify the nursing staff.

27.5 If the inmate engages in any of the behavior described above after being returned to regular meals, s/he may be returned to the alternative meal service for a period not exceeding seven (7) additional days following the procedures listed above. This additional period will begin at the time of the subsequent offense.

27.6 If an inmate continues to commit any of the violations described in Paragraph 29.1 while s/he is being provided the alternative meal service, the inmate may be continued on the alternative meal service for an additional seven (7) days, provided that s/he is given regular meals for a period of twenty-four (24) hours prior to the start of his/her next alternative meal service period. The same procedures described in 29.2 above, will be followed to return the inmate to an alternative meal service. The 24-hour break will also be documented in the SMU permanent logbook.

27.7 Each inmate approved to be placed on the alternative meal service must be provided with written notification of the same. Section II of SCDC Form 19-85, "Alternative Meal Service," will be provided to the inmate for this purpose. (4-4264)

## 28. DAMAGE, DESTRUCTION, AND/OR MISUSE OF PROPERTY:

28.1 Inmates housed in SMU who damage, destroy, or misuse property may lose privileges and/or property items, as outlined in OP-22.36, "Damage, Destruction and Abuse of Property". In addition, they may be decreased in their Level as deemed appropriate by the ICC according to the following procedures: (NOTE: This action can be taken in addition to formal disciplinary action being taken against the inmate pursuant to SCDC Policy/ Procedure OP-22.14, "Inmate Disciplinary System." In addition, inmates may be required to make restitution for the damaged/destroyed item pursuant to SCDC Policy/Procedure ADM-15.01, "Repayment of Costs by Inmates.")

28.2 Anytime an inmate is found to have damaged, destroyed, or misused property, the unit supervisor may confiscate the property and will document this confiscation on SCDC Form 19-20, "Special Management

## Confiscation Report/Review."

28.3 Misuse of Cups: Inmates who use cups to throw part of a meal to assault staff or other inmates will be prohibited from having cups in their cells for a period of up to 90 days. SCDC Form 19-20, "Special Management Confiscation Report/Review," will be used by security staff to document this restriction. During this time, s/he will be allowed to drink water out of the sink in his/her cell. The inmate's behavior will be reviewed after thirty days by the Unit Lieutenant/designee; and, if approved, the inmate may be allowed to retain a cup in his/her cell. The Unit Lieutenant/designee's decision will be documented on SCDC Form 19-20. Repeated occurrences of similar behavior by an inmate will be handled similarly. Also, see Paragraphs 29 through 29.6, above for information about using the Alternative Meal Service.

28.4 All documented records concerning the misuse of property will be filed in the inmate's institutional record and may be used by the ICC to adjust an inmate to a more restrictive Level assignment.

28.5 Inmates who use cups or other property items to throw other substances which constitute a health risk (e.g., feces, urine, etc.) or to assault staff or other inmates will be subject to the same restrictions as described above. In the event that substances thrown are verified to be bodily fluids, the inmate may also be criminally prosecuted pursuant to existing state statutes. In addition, such inmates may also be subject to control by utilization of the restraint chair. See SCDC Policy/Procedure OP-22.01, "Use of Force and Restraints," for additional information. (4-4265)

29. USE OF CONTROL CELLS: Inmates in SMU who are a threat to self should be referred to the Mental Health Provider (MHP - if on duty) or to Medical Staff in accordance with HS-19.01, "Placement of Inmates in Crisis Intervention Status."

29.1 The Warden, Duty Warden, or Major may place an inmate in a control cell for up to 72 hours when the inmate: If the Mental Health Professional (MHP) determines that the inmate needs to be placed on crisis intervention (CI), the inmate will be checked every 15 minutes. This will be documented utilizing SCDC Form 19-7B.

- is a threat to others by his/her actions;
- is deliberately causing damage to the cell;
- is using items in the cell to cause damage to the cell or any part of the cell's facilities; and/or
- is using items in the cell to disrupt operations in any manner.

29.2The SMU Supervisor will ensure that regular checks are conducted as required by this policy/procedure and that the inmate is reviewed at 24 and 48 hours for possible release from the control cell. The only items that the inmate will be allowed to have in the control cell will be:

- one (1) pair of underwear;
- one (1) security blanket.

29.3All other property will be placed in a duffel bag, inventoried, and secured in accordance with SCDC Policy/Procedure OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property."

29.4 The inmate will be released from the control cell when the Warden, Duty Warden, or Major determines the inmate is demonstrating compliance with institutional rules.

### 30. DEFINITIONS:

Alternative Meal Service (Nutri-loaf) refers to a food product (in the form of a loaf) which provides and meets requisite dietary needs and requirements and is provided to inmates in place of regular meals under limited circumstances approved by the Warden/designee and qualified medical officials.

Disciplinary Detention (DD) refers to a form of separation from the general population in which inmates committing serious violations of conduct regulations are confined pursuant to OP-22.14, "Inmate Disciplinary System."

Institutional Classification Committee (ICC) refers to SMU Caseworker, SMU security personnel and other staff members as appropriate. The Warden/Associate Warden and the Clinical Correctional Counselor (CCC) will serve as a member of the ICC to give mental health assessments, housing and treatment recommendations if the inmate has a mental health designation. (Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

"Levels" refers to a series of two (2) degrees of control applied to the management of inmates housed in the SMU, as follows:

- Level I refers to the strictest degree of custody and control. Assignment to Level I status comes as a result of a demonstrated propensity for violence and/or unwillingness to conform to standards for behavior in Level II. Additionally, inmates involved in an assault on any staff member or inmate, escape with force, or any escape from a Level III institution will be initially assigned to this Level. While in this status, inmates will be managed with extreme caution and afforded only essential accommodations.
- Level II refers to a broadened status in security detention intended for inmates who have demonstrated cooperative behavior and gained a broader range of privileges.

Pre-Hearing Detention (PHD) refers to the temporary placement of an inmate charged with, or suspected of, a disciplinary violation in designated cells of a Special Management Unit.

Qualified Medical Professional, for the purpose of this policy/procedure, refers to a physician, physician's assistant, LPN, RN, or nurse practitioner.

Qualified Mental Health Professional refers to staff assigned to the Division of ~~Mental Health~~ Behavioral/Mental Health & Substance Abuse Services who provide mental health services to inmates housed in SCDC institutions. Mental Health Professionals are normally referred to as Clinical Correctional Counselors within the institution (as well as psychologists in designated areas), but may also be referred to by their official State Classification System title, i.e., Human Services Specialist II, Human Service Coordinator I and II, or Licensed Psychologist. (Changes in BLUE: Amended by Change 1, dated March 6, 2014.)

Security Detention (SD) refers to the placement of an inmate who meets approved criteria in a special management housing unit (SMU) for an indeterminate time period.

State Classification Committee (SCC) refers to those officials assigned to the SCDC Central Office responsible for the statewide management of bed space.

—  
s/William R. Byars, Jr., Director

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.

## ATTACHMENT A

### PHYSICAL FITNESS:

#### AN IN-CELL EXERCISE PROGRAM:

The South Carolina Department of Corrections has endorsed the following exercise program for those inmates who are, for whatever reason, required to remain in their cells most of the time (i.e., institutional lockdown, Special Management Unit, Maximum Security Unit, Death Row, etc.). The program is called Physical Fitness: An In-Cell Exercise Program for Inmates. In this program, the benefits of physical fitness are discussed, along with setting a schedule and staying on it, and, most importantly, the listing and explanation of those exercises that are appropriate for both men and women. This Attachment should be disseminated to inmates whenever they are confined to their cells or housing areas and are not authorized recreation.

#### INTRODUCTION:

Physical fitness involves a sound program of exercise. Exercise is important in improving respiration, circulation, digestion, and many other bodily systems. A good exercise program is a type of preventive medicine against breakdown of the human machine. Included are a few basic exercises for men and women that can be done in living areas and can be effective for personal fitness.

Common sense tells us that those with medical problems or physical disabilities should have a consultation with a physician before attempting any physical exercise program. If you have not exercised for a long time, take it easy. Too active an exercise period can lead to physical set-backs. Start slowly and gradually increase the number of exercises.

Set a schedule and stick to it. Do not be rushed. Never exercise directly after meals. The best time to exercise might be in the morning when you first get up or an hour or so before you go to bed at night.

It is suggested that you gradually build up your exercise period. Do not try to do too much at first. When you first start your program, repeat each exercise only two (2) times, increasing by one (1) repetition every two (2) or three (3) days, until you reach your desired number. Space your sessions with deep breathing pauses of a few seconds. If there is not a clock available, time yourself by counting "one thousand one, one thousand two," etc., to the number of seconds desired.

It is recommended that each participant employ the three phases of physical fitness training (warm-up, conditioning and cool down) when using this In-Cell Exercise Program:

#### PHYSICAL FITNESS WARM-UP AND COOL DOWN EXERCISES:

A. Start with warming the body up by slowly walking/jogging in place for about one (1) minute, then move to rotational exercises.

1. NECK ROTATION: Rotate clockwise three (3) times, repeat in opposite direction three (3) times. (2 sets, 5 seconds each direction.)

2. ARMS AND SHOULDERS ROTATION: Rotate the shoulders forward in a large circular motion, repeat in opposite direction. (2 sets, 5 seconds each direction.)

3. HIP ROTATION: Rotate the hips clockwise while keeping the back straight, repeat in opposite direction. (2 sets, 5 seconds each direction.)

4. KNEE AND ANKLE ROTATION: With hands above the knees, rotate the legs clockwise, repeat in opposite direction. (2 sets, 5 seconds each direction.)

B. Then move to static stretches starting at the top of the body and working your way to the bottom. Hold each stretch a minimum of 20-30 seconds. In cold climate, hold stretches longer.

1. OVERHEAD ARM PULL STRETCH: (2 sets, 10 seconds each direction.)

2. CHEST STRETCH: (3 sets, 10 seconds each direction.)

3. UPPER BACK STRETCH: (3 sets, 10 seconds each direction.)

4. ABDOMINAL STRETCH: (3 sets, 10 seconds each direction.)

5. THIGH STRETCH: (2 sets, 10 seconds each direction.)

6. HAMSTRING STRETCH (STANDING): (2 sets, 20 seconds each direction.)

7. GROIN STRETCH (STANDING, SEATED OR SEATED STRADDLE): (2 sets, 20 seconds each direction.)

8. CALF STRETCH: VARIATION: TOE PULL: (2 sets, 10 seconds each direction.)

C. EXERCISE OR CONDITIONING (SEE INSTRUCTIONS BELOW)

EXERCISES FOR MEN:

1. TOE TOUCHES: From a standing position and keeping knees straight, bend forward and touch your toes, or go as far down as possible. Do not jerk or bounce in the stretched position. Repeat this six (6) times. Now unlock your knees and bend over again, this time concentrating on a maximum stretch for the lower back muscles. Repeat this exercise six (6) times also.

2. SIT-UPS: This is the most basic of all stomach exercises. It is suggested that you do the partial sit-up,



with hang time as follows: Lie down with legs together, knees bent so that your feet are flat on the floor. Clasp your hands behind neck and bring your shoulders and upper back off the floor slowly, sitting up as far as possible. As the sitting position is reached, bring your arms forward and stretch them out in front to their limit. Hold this sit-up position for 10 seconds, then slowly return back to original position. Repeat this exercise five (5) times.

3. LEG LIFT: Lying on your back, put your arms at the sides, palms down, your feet together and your legs straight. Now raise feet 18 to 24 inches, hold for five (5) seconds. Never bring your feet high enough to gain a resting position at the top of the raise. Now lower feet to within three (3) inches of the starting position. Your feet should not come to rest until the end of the exercises. Repeat this exercise five (5) times.

4. REVERSE DIPS: While lying on your back, place your hands on the edge of your bunk or some other secure furniture. With your elbows straight and in a vertical position stretch your legs in front of you (heels down). Keep your body straight and hips up, lower yourself down until your hips are only a few inches above the floor by bending the elbows, then push up until arms are straight again. Repeat five (5) times.

5. PUSH-UPS: Lie on the floor with your legs extended straight and your stomach facing the floor. Place your hands, palms down, on the floor about shoulder width (your arms should now be bent). Extend arms to a straight position. Now bending at the elbow, lower body to a position where nose is touching the floor. Keeping legs and back straight, return to a starting position. Start with five (5) to 10 push-ups, slowly working up to 25.

6. KNEEBENDS: Stand with feet about eight (8) inches apart. Hold arms straight in front at shoulder level for balance. Keep upper body straight as you lower hips to the seat level of a chair or a bunk. Return to an upright position. Repeat six (6) times.

7. SIDE BENDS: Stand up with your left hand against your left thigh. Now bend to the left until your fingertips are just below your left knee. Return to standing position. Now switch to the right side and repeat this procedure. Repeat this exercise to left and right side five (5) times. Increase this number as you progress.

#### EXERCISES FOR WOMEN:

1. LEG STRETCHING EXERCISES: This exercise is very easy to do. While lying down with feet together push one (1) leg down as though you are trying to lengthen it. Point your toes and feel the pull from your hips down to your heels. Hold this position for 10 seconds then relax. After a moment's rest, repeat the exercise with your other leg. Repeat this exercise six (6) times on each side. If this exercise is done in the morning, it may be repeated at night if you wish. After finishing the leg stretching exercise, get up slowly, and stretch once more with the arms above the head.

2. KNEE BENDS: Stand with feet about eight (8) inches apart. Hold your arms straight in front at shoulder level for balance. Keep your upper body straight as you lower your hips to the seat level of a chair or a bunk.

Return to an upright position. Repeat six (6) times.

3. CHEST EXERCISES: Stand with your arms raised to shoulder level, elbows bent, and the heel of one hand pressing against the other. Move your arms to the right. Keep facing forward. Still pressing one (1) hand against the other, move arms to the left.

4. HIP EXERCISE: Stand with your hands on your hips and raise your right knee. Stretch your right leg behind you. Complete your quota with your right leg, then repeat with your left leg.

5. BACK AND HIP EXERCISE: Stand with your legs apart and hands clasped behind your head. Bend forward, twist, and try to touch your right knee with your left elbow. Exhale as you bend down. As you straighten up, inhale. Repeat, trying to touch your left knee with your right elbows.

6. SUPPLENESS EXERCISE: Lie on your back, knees and arms bent, palms flat under shoulders with fingers in, feet apart. Pressing evenly with hands and feet, and moving knees forward, raise your hips, then your shoulders off the floor. In a continuous motion, raise your spine, evenly bending your shoulders and hips to a back-bend position. Avoid exaggerated bending in your lower-back region. This can be prevented by holding-in your stomach muscles in contraction.

7. BEAUTY STRETCH EXERCISE: Stand with your legs apart and your arms up over your head, with your fingers clasped and palms turned up. Stretch high and inhale. Keep stretching and slowly bend to the right, sliding against an imaginary wall. Exhale, stretch up again and inhale. Continue the motion, keep stretching, bend your body to the left, exhale. To loosen up every muscle of your body, bend forward and then relax a few seconds.

## ISOMETRIC EXERCISES:

### 1. NECK EXERCISES:

A. Sitting or standing, with your fingers interlaced and your hands on your forehead, forcibly exert a forward push of your head while resisting equally hard with hands. B. Sitting or standing, with your fingers interlaced and your hands behind your head, push your head backward while exerting a forward pull with your hands.

C. Sitting or standing, with the palm of your left hand on left side of your head, push with your left hand while resisting with your head and your neck. Reverse, using your right hand on the right side of your head.

### 2. ARM AND CHEST EXERCISES:

A. Standing with your feet slightly apart, flex your right elbow, close to your body with your palm up. Place your left hand over your right hand. Forcibly attempt to curl right arm upward, while giving equally strong resistance with the left hand. Repeat with your left arm.

B. Stand with your feet comfortably spaced, knees slightly bent. Clasp your hands, palms together, close to chest. Press your hands together and hold.

C. Stand with your feet slightly apart and your knees slightly bent. Grip your fingers with your arms close to

your chest. Pull hard and hold.

#### CONCLUSION:

Although the exercises in this leaflet are designed for men or for women or as isometric, any or all might be beneficial to you. One should pick those exercises which can be accomplished without undue strain to your body, although your pulse and breathing rates should be increased when you are exercising. It is also important that you practice the steps involved in each exercise prior to trying to do the complete exercise or an exercise routine. "For your good health," remember that physical exercise is essential.